



Department of Administrative Services State of Georgia Job Description

Purchasing Card Program Manager

Job Code: 31767

Pay Grade: 18

Salary Range: \$45,903 - \$80,546

Job Description, Responsibilities, Standards, and Qualifications

Job Description:

Under general direction, manages the statewide Purchasing Card Program for State Purchasing. Develops, implements, and oversees the program's goals and objectives. Provides procedural guidance and technical assistance to state and local governments to maximize the programs potential. Markets and drives the growth of the Purchasing Card Program. May supervise.

Job Responsibilities & Performance Standards:

- 1. Administers the statewide Purchasing Card contract and manages the day to day operations of the program.**
 1. Develops policies and procedures for administration of the program.
 2. Ensures that state and local governments are in compliance with the program.
 3. Develops and establishes policies and procedures for the issuance and usage of the purchasing card and technology to support the program.
 4. Maintains and monitors the automated data system for the program.
 5. Negotiates contract modifications when necessary.
 6. Identifies and resolves problems that adversely affect the purchasing card program.
- 2. Serves as a subject matter expert to state and local governments on the Purchasing Card Program.**
 1. Provides technical and professional expertise on the implementation and policy development of the program.
 2. Serves as a liaison between the vendor and participating state and local governments.
 3. Provides advice and policy clarification to participants.
 4. Assists users in maximizing the program's growth.
- 3. Markets the Purchasing Card Program to potential customers.**
 1. Develops and makes customer presentations to highlight and communicate the benefits of the program.
 2. Serves as a subject matter expert in the creation and development of marketing collateral for the program.
 3. Identifies areas in which state and local government participation can be enhanced.
 4. Develops new strategies and applications for expanding the program.
 5. Participates in conferences, seminars, workshops and other mediums to market the program.

4. Monitors users of the Purchasing Card Program for compliance.

1. Prepares and analyzes reports to monitor the program for compliance.
2. Takes appropriate action to ensure satisfactory contract progress and compliance.
3. Monitors and identifies potential theft and/or abuse.
4. Identifies, sets, and maintains parameters for program users.
5. Conducts on-site visits to program user to monitor compliance, proper reporting procedures, and market the continued enhanced features of the program.

5. Establishes and maintains dashboard metrics to evaluate effectiveness of program outcomes and to implement enhancements as needed.

1. Defines goals and/or required results for the program outcomes through the use of performance metrics at the beginning of each period.
2. Develops and maintains a set of metrics by which the program outcomes will be measured.
3. Evaluates program effectiveness by comparing measurable program outcomes to target outcomes.
4. Identifies program deficiencies and conducts timely research and consultation to determine methods for correction.
5. Conducts timely and thorough audits, research and consultation to determine desirable program modifications and enhancements. Assists in resolving conflicts and implementing improvements.
6. Develops reports and ensures accurate program documentation is submitted in accordance with applicable guidelines.

6. Develops and maintains professional knowledge of the current trends and developments in the field.

1. Identifies and attends appropriate related training.
 2. Maintains current, broad knowledge of field by conducting appropriate research of trade journals, internet resources, and communications with peers and other experts as appropriate.
 3. Reads and evaluates professional literature on continual basis, translates complex or technical information into a form that can be understood by others, and distributes as appropriate.
 4. Incorporates knowledge of pertinent trends and developments into work procedures as appropriate.
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Competencies:

1. Goal and Task Management (level 4)

▪ **Tracks and measures performance against objectives.**

- Makes structured plan – accomplishes strategic short-term goals.
- Adjusts goals based on new or additional information.
- Sets goals above expected level; seeks additional challenges on the job.
- Keeps personal log/tracking system of goals.
- Meets and exceeds deadlines through efficient time management.

2. Organizational Awareness (level 4)

- **Forms alliances.**

- Forms alliances to achieve goals.
- Uses formal and informal organizational systems to meet objectives.
- Uses political networks to initiate and cause change.

3. Vision (level 4)

- **Makes connection between influences and vision.**

- Recognizes relationship between trends and influences and the direction the organization must take.
- Imagines and communicates unique methods for achieving organizational success.

4. Integrity/Honesty (level 5)

- **Ensures personal and organizational integrity.**

- Take extraordinary steps to ensure personal and organizational integrity.
- Impeccable track record of ethical conduct.

5. Written Communication (level 4)

- **Generates compelling written documents.**

- Adjust words to add effect.
- Uses one or two formal writing styles appropriate to one's field.
- Writes documents which hold the reader's attention.

6. Negotiation and Influence (level 5)

- **Orchestrates situation to achieve win-win results.**

- Identifies options and alternatives that are beneficial for all.
- Considers overall impact and results of negotiations and agreements.
- Enlists "political allies" to influence situations and people.
- Targets decision makers; builds support behind the scenes.

7. External Awareness (level 5)

- **Extensive knowledge and insight.**

- Extensive knowledge and insight into external environment and its impact on the organization.
- Develops formal procedures for tracking/evaluating trends and influences.
- Is recognized as the point-of-contact for external items effecting organization.

Minimum Qualifications:

Completion of a Master's degree in business administrations (MBA) or Public Administration (MPA) from an accredited college or university.

AND

Two years of professional purchasing card administration experience for a large purchasing card program.

OR

Completion of a four-year degree from an accredited college or university.

AND

Four years of professional purchasing card administration experience for a large purchasing card program.

OR

Eight years of professional purchasing card administration experience for a large purchasing card program.

Preferred Qualifications:

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Certification as a Certified Purchasing Card Professional (CPCP).
- Government purchasing card experience
- Experience with Works Payment Manager Application